

**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE**



Telegrams: "TREASURY",
Tel: 2124634, Fax: 2124644,
Telex: 41329
Dar es Salaam,
www.mca-t.go.tz

Development House,
Kivukoni Front/Ohio Street,
P. O. Box 8327,
Dar es Salaam,
Tanzania.



MILLENNIUM CHALLENGE ACCOUNT – TANZANIA

**FINANCIAL MANAGEMENT AND ACCOUNTING ADVISOR FOR
MILLENNIUM CHALLENGE ACCOUNT – TANZANIA.**

Request For Applications

General Information

Country: Tanzania

City/Locality: Dar es Salaam

Notice/Contract Number:

Publication Date: 14 January, 2008

Deadline: 3.00 PM Local time, 28 January, 2008

Funding Agency: Millennium Challenge Corporation

Buyer: Millennium Challenge Account – Tanzania (MCA_T)

Original Language: English

Contact Information

Address:

Millennium Challenge Corporation -- Tanzania

Development House,

Kivukoni Front/Ohio Street,

P. O. Box 8327,

Dar es Salaam,

Tanzania.

Telephone: +255 212 4634

Fax: +255 212 4644

Email: nunuqa@yahoo.com and npmwamwaja@yahoo.com

Web Site: www.mca-t.go.tz

Goods, Works and Services.

80422100 - Training programme services.

80421000 - Specialist training services.

Original Text

SPECIFIC PROCUREMENT NOTICE

Re: Financial Management and Accounting Advisor for MCA-T

Request For Applications.

1. The Millennium Challenge Corporation (“MCC”) and the Government of Tanzania (the “Government”) propose entering into a Millennium Challenge Compact for Millennium Challenge Account assistance to help facilitate poverty reduction through economic growth in Tanzania (the “Compact”) and have entered into a Grant and Implementation Agreement for Compact Development (“609(g) Agreement”) in the amount of approximately nine million eight hundred thousand USD (“MCC 609(g) Funding”). The Millennium Challenge Account - Tanzania (MCA-T) on behalf of the Government intends to apply a portion of the proceeds of MCC 609(g) Funding to eligible payments under this contract. Payments by MCA-T will be subject, in all respects, to the terms and conditions, including restrictions on the use of MCC Funding, of the Compact and the 609(g) Agreement. No party other than the Government and MCA-T shall derive any rights from the Compact or the 609(g) Agreement or have any claim to the proceeds of MCC Funding

2.. MCA-T now invites electronic applications, preferably in .pdf format, to provide the consulting services shown above. Details on the services are provided in the Terms of Reference.

3. The Application process is open to all eligible Individual Consultants who wish to respond to the Terms of Reference Document. Association amongst Individual Consultants is not permitted.

4. A Consultant will be selected under the “Selection of Individual Consultants” method, the evaluation procedure for which is described in Section 1.B Part V of the “MCC Program Procurement Guidelines” which are provided on the MCC website www.mcc.gov. A Consultant’s Application should consist of a current CV together with a covering letter no longer than two pages highlighting the qualifications and experience applicable to this assignment and providing two Referees that MCA-T may contact. The letter should also indicate the Consultant’s expected daily remuneration rate (excluding administrative costs such as travel, accommodation and living expenses) based on previous assignments of a similar nature

5. The Letter of Invitation will be placed on the MCA-T website at www.mca-t.go.tz from the date of issue and prospective Consultants interested in submitting an Application should e-mail to nunuqa@yahoo.com and

npmwamwaja@yahoo.com, giving full contact details of the prospective Consultant so that documents may be issued by MCA-T.

6. The deadline for submission of proposals will be 3.00 PM. (Dar es Salaam local time) on 28 January 2008.

7. A public opening of Proposals will not be held.

10. Upon receipt of the Terms of Reference, please inform us by electronic mail:

- (a) that you have received the TOR; and
- (b) whether or not you will submit a proposal.

Chief Executive Officer
Millennium Challenge Corporation -- Tanzania
Development House,
Kivukoni Front/Ohio Street,
P. O. Box 8327,
Dar es Salaam,
Tanzania

Terms of Reference – Individual Consultant to support establishment of best practice financial management and accounting arrangements within the Millennium Challenge Account – Tanzania

Background

The Millennium Challenge Corporation (“MCC”) and the Government of Tanzania (the “Government”) propose entering into a Millennium Challenge Compact for Millennium Challenge Account assistance to help facilitate poverty reduction through economic growth in Tanzania (the “Compact”) and have entered into a Grant and Implementation Agreement for Compact Development (“609(g) Agreement”) in the amount of approximately nine million eight hundred thousand USD (“MCC 609(g) Funding”). The Millennium Challenge Account - Tanzania (MCA-T) on behalf of the Government intends to apply a portion of the proceeds of MCC 609(g) Funding to eligible payments under this contract. Payments by MCA-T will be subject, in all respects, to the terms and conditions, including restrictions on the use of MCC Funding, of the Compact and the 609(g) Agreement. No party other than the Government and MCA-T shall derive any rights from the Compact or the 609(g) Agreement or have any claim to the proceeds of MCC Funding

MCC has established an Accountability framework specifically for Compact Implementation that provides for best practice financial management of Program funds and associated activities. An overview of the framework is at **Attachment 1**. Further guidance on and explanation of MCC accountability and reporting requirements can be found on the MCC website at www.mcc.gov.

The Government of Tanzania has proposed, and MCC has accepted, that the Accountant General’s Department, Ministry of Finance (“AGD-MoF”) be the required Fiscal Agent (“FA”) for implementing the MCC Program in accordance with the MCC Accountability framework and requirements. To facilitate this arrangement the MCA-T has entered into a Fiscal Agent Agreement (“FAA”) with AGD-MoF that defines the duties and responsibilities of the FA and the services to be provided to the MCA-T. The FAA Schedule A – Description of Agency Services is at **Attachment 2**. MCA-T has also appointed a Director, Finance and Administration, reporting to the Chief Executive Officer, MCA-T who will have overall responsibility for financial management and accounting by MCA-T, including management of the FAA.

The FA Unit within AGD-MoF has been established and staffed in accordance with the FAA Schedule B – Staffing Plan, shown at **Attachment 3**. An Interim Fiscal Accountability Plan (“IFAP”) has also been developed and incorporated into the FAA. This Plan is to be completed within 30 days of FAA signing, and updated six monthly. The FAP is essentially the Operations and Procedures Manual guiding MCA-T and FA staff on the day to day working of financial management, accounting and reporting, in addition to other administrative actions that have a financial impact.

Required Services

MCA-T is seeking the services of a suitably qualified individual consultant to provide guidance to the MCA-T and FA during the initial period of operation of the Agencies, to ensure the on-going operations are established in accordance with international best practice for financial management, and are consistent with all Agreements and MCC

accountability requirements. Accordingly the consultant will report to the CEO, MCA-T and work closely with the Director, Finance and Administration and Head, Fiscal Agent Unit and their respective staffs, to transfer knowledge and skills relevant to the full range of duties and responsibilities set out in Attachment 2 and 3.

The consultant will pay particular attention to ensuring that financial management procedures suitable for an automated accounting system (The AGD-MoF EPICOR Financials has been configured for use by FA in the context of MCC Program implementation) are fully developed for the first revision of the FAP, and that all accounting procedures adopted are consistent with International Public Sector Accounting Standards (“IPSAS”). This will include assistance with developing MCC reporting requirements consistent with the Cash Basis IPSAS, as well as providing guidance on a number of specific accounting issues such as Exchange Rate treatment, month and year end account closure, Chart of Account maintenance, tax exemption operations and development of audit arrangements.

Consultant Qualification

Consistent with the broad range of issues likely to be addressed and on which guidance may be sought by the MCA-T and FA, the consultant will require a demonstrated breadth of experience in financial management, accounting and financial reporting and operation with an automated accounting system. He/she must have capacity for detailed research on specific issues where more in depth knowledge is required. The position will require close working with senior officials of the organizations, the government and external private sector entities, as well as providing hands on assistance to and capacity development of more junior agency staff. Strong interpersonal skills and ability to work in a development environment are essential.

Consistent with these requirements the Consultant is expected to have:

- tertiary level professional accounting qualification and/or membership, or eligibility for membership, of an internationally recognized Accounting Society, and
- at least 10 years experience in providing financial management, accounting and financial reporting assistance and capacity development in less developed or transition countries.

Assignment Location, Timing and Duration

The assignment will be conducted in Dar es Salaam, Tanzania, commencing early February 2008, with an initial duration of 3 months. The duration may be varied by agreement, but will not exceed 6 months in total.

Reporting Requirements

The consultant will report weekly to the CEO, MCA-T to inform him of progress in institutionalizing best practices and procedures in the Organizations, and of any specific issues requiring management attention.

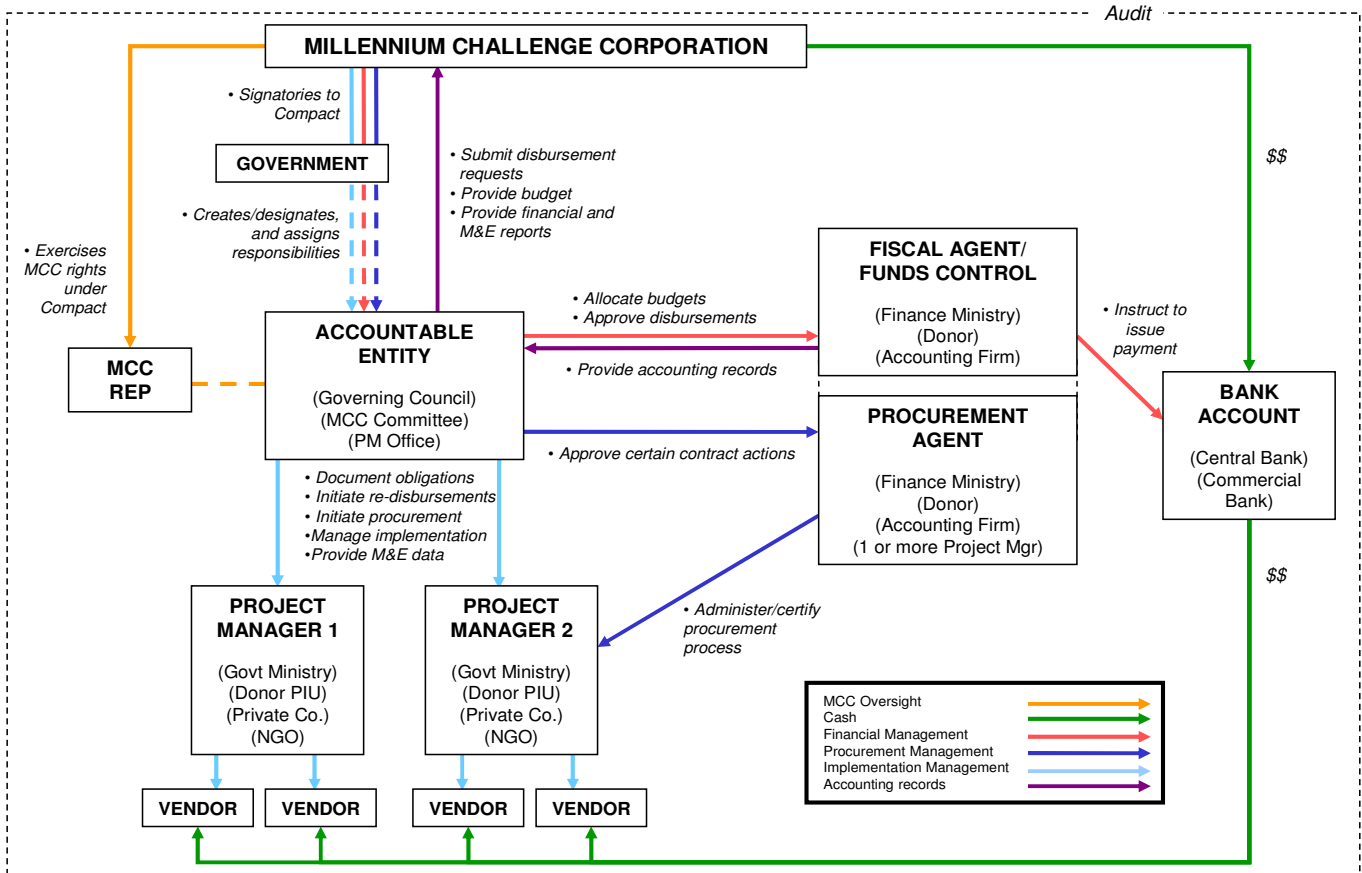
Deliverables

The Consultant will be required to provide the following deliverables to the CEO, MCA-T, copied to the MCC Resident Country Director – Tanzania:

- 30 days from commencing assignment:
 - a written report setting out an assessment of progress towards full implementation of best practice financial management arrangements, and an assessment of progress made by the FA Unit towards capability to fully discharge the assigned duties. The later will include recommendations for future staffing arrangements and any necessary training and/or skills upgrading required to meet the duty statement requirements.
 - An assessment of the state of development of the Fiscal Accountability Plan for final acceptance by MCA-T and concurrence by MCC.
 - A specific action plan based on the above for the next 60 days outlining deficiencies noted and a proposed approach to remedy each deficiency, in order to bring the FA Unit up to satisfactory performance levels.
- 75 days from commencing assignment:
 - An Assessment Plan to test the performance of both the FA group and financial management procedures to confirm integration and seamless operation with the EPICOR Financials automated systems, and to demonstrate that proper accountability and performance from the FA team has been secured. The Plan will also assess working arrangements between the MCA-T Program Managers, Procurement Agent and the FA Unit.
- 90 days¹ from commencing assignment:
 - Final evaluation report assessing development of the FA Unit and financial management arrangements and the status of the FAP, together with defining guidance to achieve required performance, based on the results of the above Assessment Plan

¹ The timing of the Final Evaluation report will be determined by the assignment duration eventually agreed between MCA-T and the Consultant.

FISCAL ACCOUNTABILITY ELEMENTS



SCHEDULE A

DESCRIPTION OF AGENCY SERVICES

The Fiscal Agent shall act on behalf of MCA-Tanzania to provide a broad range of financial management services that are requested by MCA-Tanzania to implement the Program funded with MCC Funding. In this capacity, the Fiscal Agent shall diligently oversee, discharge and perform all services necessary while ensuring that all financial transactions are conducted in strict compliance with the principles, rules and procedures set out in the Compact and Supplemental Agreements.

I. RESPONSIBILITIES

(A) Overall Responsibilities.

The Fiscal Agent shall:

- (i) Administer financial management of MCC Funding to implement the Program efficiently and effectively, ensuring that 609(g) Grant Agreement, Compact Implementation Funding and Compact funding are accounted for and reported as separate entities.
- (ii) Take all necessary actions to prepare or assist in the preparation of any documents, budgets, plans, reports, requests, or certifications as may be required by MCA-Tanzania for any MCA-Tanzania action, or MCC approval, including any provision of any data or information required for such action or approval.
- (iii) Submit monthly, quarterly, semi-annually, yearly and ad hoc reports as prescribed on the financial activities of the Program.
- (iv) Take all necessary actions to initiate, prepare and update for MCA-Tanzania a detailed budget for the Program on a rolling quarterly basis.
- (v) Establish, maintain and update with MCA-Tanzania, as necessary a single chart of accounts for the Program, which segregates financial information by Program, sector, activity, sub-activity, task, object of expenditure, sources of funding and geographical areas.
- (vi) Use the EPICOR Integrated Financial Management System established by the Ministry of Finance, Accountant General's Department, specifically configured for MCA-Tanzania requirements.

- (vii) Ensure that the accounting complies with and conforms to internationally accepted accounting standards.
- (viii) Transfer knowledge and skills as needed to MCA-Tanzania, project managers and project implementers on EPICOR (both the Integrated Financial Management System and policies and procedures) in order to ensure the establishment and operation of a proper, efficient, and transparent financial management system, which supports the implementation of projects funded with the MCC Funding.
- (ix) Establish and ensure compliance by MCA-Tanzania and the Fiscal Agent with internal control mechanisms which provide reasonable assurance of accomplishing objectives, in terms of reliability of financial reporting, compliance with laws and regulations, and effectiveness and efficiency of operations.
- (x) For the benefit of MCA-Tanzania develop, implement, review semi-annually, and update a Fiscal Accountability Plan, which identifies the principles and mechanisms to ensure appropriate fiscal accountability in the use of MCC Funding.
- (xi) For the benefit of MCA-Tanzania, prepare an Audit Plan which shall include any required audits of Covered Providers, as required by the Audit Guidelines.
- (xii) Provide timely access to MCA-Tanzania, other Permitted Designees, MCC, the Inspector General, the United States Government Accountability Office, or any auditor responsible for an audit to all information and records associated with the Program, and any electronic copy thereof, and all systems and facilities used to execute its responsibilities and provide copies of all documentation as requested.
- (xiii) Permit MCA-Tanzania, other Permitted Designees, MCC, the Inspector General, the United States Government Accountability Office, or any auditor responsible for an audit to assess, review, audit or evaluate the Program, MCC Funding and the utilization of goods, works or services funded with MCC Funding.
- (xiv) Protect the financial management activity from fraud, waste and abuse.
- (xv) Respond promptly and fairly to complaints about the timeliness of payments. Initiate and manage request for Government resources to pay interest due to vendors for late payment.
- (xvi) Assume other operational, functional, and contractual obligations and responsibilities as is customary in performing the duties of a fiscal agent.

(B) Specific Responsibilities

- (i) **Cash Management.** The Fiscal Agent shall:
 - (1) Have sole signatory authority, as designated by MCA-Tanzania, for all MCA-Tanzania's Permitted Accounts and Payment Processing Accounts.
 - (2) Ensure that two authorized officers of the Fiscal Agent sign all payments and that the principle of segregation of duties is maintained.
 - (3) Ensure that funds provided by MCC are in no case co-mingled with any other funds from any source whatsoever; except as expressly permitted by MCC.
 - (4) Track, manage and retain documentation on currency conversions consistent with guidelines detailed in the Compact, any Supplemental Agreement, or other written agreements between MCC and MCA-Tanzania.

- (ii) **Budgeting.** The Fiscal Agent shall develop, maintain and update as necessary a system of commitment control which defines the conditions and documentation to ensure that no financial commitments, obligations, or payments are made or Disbursement Requests submitted for any activity or expenditure, unless the expenditure is provided for in the detailed budget, is within budgetary limits and uncommitted funds exist in the budget for the relevant period.

- (iii) **Accounting and Reconciliation.** The Fiscal Agent shall:
 - (1) Ensure that the EPICOR Integrated Financial Management System:
 - (A) records commitments to obligate budgeted funds;
 - (B) records income and expenses, assets and liabilities;
 - (C) generates reports as requested including current summary statement of accounts and ad hoc reports and in the formats specified by MCA-Tanzania;
 - (D) produces financial reports for MCA-Tanzania on the administration and management of the Program;
 - (E) produces financial reports to MCC as specified;
 - (F) ensures data security;
 - (G) provides on-line user-friendly access to MCA-Tanzania and MCC; and
 - (H) allows for ready transfer of accounting records to another accounting system as necessary.

- (2) Ensure that the EPICOR Integrated Financial Management System is backed up in real time and that back up tapes or files are secured and readily available.
 - (3) Establish a disaster recovery plan which is tested periodically to ensure it operates properly.
 - (4) Establish and adhere to procedures to close all accounting records no later than five (5) calendar days after the end of the monthly accounting period.
 - (5) Establish and adhere to procedures to reconcile all Permitted Accounts to the accounting records no later than fifteen (15) calendar days after the end of an accounting period and investigate any discrepancies on a timely basis.
 - (6) Ensure that records of all MCC Funding, regardless as to how they are administered, are incorporated into the reporting system.
- (iv) ***Approvals and Authorizations.*** The Fiscal Agent shall establish and ensure compliance by MCA-Tanzania and the Fiscal Agent with procedures to ensure no payment orders are executed unless in accordance with the 609(g) Grant Agreement, Compact and any Supplemental Agreement and all required authorizations as defined in the Fiscal Accountability Plan, 609(g) Grant Agreement, Compact, and any Supplemental Agreement.
- (v) ***MCC Disbursements.*** The Fiscal Agent shall:
- (1) Monitor the amount of funding available in each Permitted Account and Payment Processing Account in the Bank of Tanzania and the amount of funding budgeted for Program and project activities during the current and subsequent Disbursement Periods.
 - (2) Provide certification to MCA-Tanzania as requested regarding the status of funds in the Permitted Accounts and Payment Processing Accounts in the Bank of Tanzania.
 - (3) Establish and ensure compliance by MCA-Tanzania and the Fiscal Agent with, procedures whereby all documents and certifications required by the 609(g) Grant Agreement, Compact and any Supplemental Agreements are complete for all Disbursement Requests.
 - (4) Establish procedures to ensure weekly Disbursement Requests related to the previous week's approved payments are provided to MCC and the Bank of Tanzania.
- (vi) ***Payments Requests.*** The Fiscal Agent shall:
- (1) Establish and ensure compliance by MCA-Tanzania and the Fiscal Agent with procedures to ensure all documents and certifications support all payment requests.

- (2) Approve and execute payment requests which are valid, accurate and comply with the terms and conditions specified in the 609(g) Grant Agreement, Compact and any Supplemental Agreement.
- (3) Establish and ensure compliance by MCA-Tanzania and the Fiscal Agent with, procedures that ensure authorized payments are executed no later than thirty (30) calendar days after the date of invoice or the point at which an obligation of the Program should be liquidated.
- (4) Establish, maintain and update as necessary a system which tracks the time between the date a correctly completed invoice is received by the Fiscal Agent and the date of payment.
- (5) Produce monthly reports indicating whether or not the requirement to make payments within the prescribed thirty (30) calendar days' period has been met and explain any failure to meet such deadline.
- (6) Establish, maintain and update as necessary procedures to ensure that payees are checked against the excluded parties list and do not violate any prohibitions of the Compact and any Supplemental Agreements.
- (7) Establish and ensure compliance by MCA-Tanzania and the Fiscal Agent with procedures to ensure that Working Capital shall be used solely for expenses described in the most recent Detailed Financial Plan submitted to MCC and whose payment shall have been accelerated and due during a Disbursement Period but for which no MCC Disbursement had been requested for such Disbursement Period, or for expenses that become accelerated and due in a period earlier than what was originally planned. Working Capital shall not be used for expenses for which conditions precedents in the Disbursement Agreement are not met.

(vii) **Taxes.** The Fiscal Agent shall:

- (1) Establish, maintain and update as necessary a system to track all Tax exemptions, Taxes assessed and paid, and reimbursements of VAT taxes (and any other Taxes) by the Government as required in order to monitor full compliance by the Government with Section 3.2(j) of 609(g) Grant Agreement and Section 2.7 of the Compact and any relevant Supplemental Agreement, and to determine whether such Tax exemptions are being fully and fairly implemented and administered, and whether any Tax assessed and paid contrary to the Compact and any Supplemental Agreement is being promptly and fully refunded in accordance with the Compact and any Supplemental Agreement.
- (2) Immediately notify MCA-Tanzania, with a copy to MCC, of any failure by the Government to timely administer such Tax exemptions or promptly reimburse such Taxes. A Tax reimbursement shall not be deemed "promptly reimbursed"

if such reimbursement is not paid within thirty (30) calendar days after the date of the reimbursement request by the Fiscal Agent.

- (3) Be entitled to utilize the Tax exemption certificate delivered to MCC pursuant to the Compact and any Supplemental Agreement in its efforts to monitor exemption, payment and reimbursement of Taxes.

(viii) **Reporting.** The Fiscal Agent shall provide the following monthly, quarterly, semi-annual and annual reports to MCA-Tanzania:

(1) Monthly

- Fund accountability statement (income and expense statement to include any Permitted Account interest income and any other cash contributions and year-to-date);
- Cash flow statement;
- Bank reconciliations between the accounting records and the bank statements for the Permitted Accounts in Bank of Tanzania (USD and Tanzanian Shillings);
- Project to date payments to a single vendor regardless of contract, program, activity or Implementing Entity.
- Tracking report on compliance with the requirement that payments to suppliers/providers be made with thirty (30) days.

(2) Quarterly Reports

- Assist MCA-Tanzania with development of the quarterly financial reports (QFRs) and Disbursement Requests.
- Performance Report to detail the tasks that have been performed during the quarter related to Ministry of Finance –Accountant General’s Department’s role as Fiscal Agent.

(3) Semi-annual Reports

- Fund accountability statement for the six-month period ending June 30th and December 31st of each calendar year.

(4) Annual Report

- Tanzania Annual Budget and Appropriation Acts passed by Parliament

(5) Termination Reports

- Termination reports shall reflect compliance with all Supplemental Agreements involving MCC and MCA-Tanzania at the termination of the Compact, or other prescribed termination. The reports reflect termination of all contractual relationships (including vendors and employment), liquidating payment obligations, and meeting all other financial liabilities including return of funds to MCC. Termination reports shall include the

Program Completion Report that shall replace the Annual Performance Report for the last quarter of the Compact Term and all standard reports, and any additional reports requested by Implementing Entities, MCA-Tanzania, MCC and the Office of Inspector General of MCC.

- (ix) **Audits.** The Fiscal Agent shall, for the benefit of MCA-Tanzania, prepare an Audit Plan, which shall include any required audits of Covered Providers, as required by the Audit Guidelines.

(C) The Fiscal Accountability Plan.

The Fiscal Accountability Plan identifies the principles and mechanisms to ensure appropriate fiscal accountability in the use of MCC Funding, including the processes to ensure that open, fair, and competitive procedures are used in a transparent manner in the administration of grants or cooperative agreements and in the procurement of goods and services. The Fiscal Agent shall, for the benefit of MCA-Tanzania, develop, implement, and review semi-annually and update a Fiscal Accountability Plan. The Fiscal Accountability Plan shall:

- (i) Designate the officials or individuals who have the right to obligate funds provided by the MCC, the requirement to certify receipt of goods, works or services, and the requirement to certify that payment is appropriate and in satisfaction of an obligation entered into in accordance with procedures established to govern the Program, including under the Procurement Agreement, and that funds are available for said payment. These designations and procedures shall be consistent with the 609(g) Grant Agreement, Compact and any Supplemental Agreement and shall be submitted for adoption by MCA-Tanzania and approval by MCC.
- (ii) Delineate responsibility for authorizing and making payments within a specified time frame and ensure that all payments orders are signed by two authorized officers of the Fiscal Agent.
- (iii) Specify the required supporting documentation for payments, the time frame for retention of that documentation, the designation of a custodian, and repository methods.
- (iv) Include specific procedures governing cash management and banking, budgeting, accounting and reconciliation, approvals and authorizations, payment requests, payroll, fixed assets, travel, human resources, reporting and auditing.

The Fiscal Accountability Plan shall be reviewed every six months at a minimum to determine whether it needs to be revised, all or in part.

II. FISCAL AGENT AGREEMENT DELIVERABLES

(A) Deliverables required within thirty (30) days

- (i) Finalize the Fiscal Accountability Plan
- (ii) Reach agreement with the Government Budget Commissioner on the budget classification for the MCC Program
- (iii) Develop an EPICOR Integrated Financial Management System training program for relevant MCA-Tanzania staff
- (iv) Establish procedures to close all accounting records no later than five (5) calendar days after the end of the monthly accounting period.
- (v) Establish procedures to reconcile all Permitted Accounts and Payment Processing Accounts in the Bank of Tanzania to the accounting records no later than fifteen (15) calendar days after the end of an accounting period and follow up any discrepancies on a timely basis
- (vi) Establish procedures to ensure that payees are checked against the “Excluded Parties” list and do not violate any prohibitions of the Compact and any Supplemental Agreements.
- (vii) Have fully operational the Fiscal Agent Unit within the Ministry of Finance Accountant General’s Department to ensure that all Fiscal Agent duties and responsibilities required in this Agreement, the 609(g) Grant Agreement, the Compact, any Supplement Agreement and the Fiscal Accountability Plan are complied with fully.

(B) Deliverables required within sixty (60) days

- (i) Any Accounting and Reporting changes required to the EPICOR Integrated Financial Management System shall be established and operational
- (ii) Establish a system which tracks and report the time between the date of a compliant invoice, the date of receipt of goods or rendering of works and services, and the date of payment.
- (iii) Establish a system to track all tax exemptions, taxes assessed and paid, and reimbursements of taxes by the Government
- (iv) Establish a system to track, maintain and document currency conversions consistent with guidelines detailed in the Compact and Supplemental Agreements

(C) Recurrent Deliverables

- (i) The Fiscal Accountability Plan shall be reviewed on a semi-annual basis and any proposed revisions shall be submitted to MCA-Tanzania and MCC for approval within thirty (30) calendar days after commencement of each Year and within thirty (30) calendar days after any semi-annual revision.
- (ii) The Audit Plan, which shall include any required audits of Covered Providers as required by the Audit Guidelines.
- (iii) Reports.

Report	Report Responsibility	Submission Due Date	Report Recipient	Publication
Weekly Report				
Weekly Payment Request	Fiscal Agent	weekly	MCA-Tanzania MCC/NBC Bank of Tanzania	
Monthly Reports				
Fund Accountability Statement	Fiscal Agent	5 calendar days after month-end	MCA-Tanzania	No
Cash Flow Statement	Fiscal Agent	15 calendar days after month-end	MCA-Tanzania	No
Bank Reconciliations	Fiscal Agent	15 calendar days after month-end	MCA-Tanzania	No
Payment to Vendor	Fiscal Agent	15 calendar days after month-end	MCA-Tanzania	No
Prompt Pay Tracking	Fiscal Agent	15 calendar days after month-end	MCA-Tanzania	No
Quarterly Reports				
Quarterly Financial Report (QFR)	Fiscal Agent	20 calendar days before end of current period	MCA-Tanzania	No
Fiscal Agent	Fiscal Agent	15 Calendar		

Report	Report Responsibility	Submission Due Date	Report Recipient	Publication
Performance Report		days after quarter-end		
Semi-Annual Reports				
Fund Accountability Statement	Fiscal Agent	15 calendar days after June 30 and Dec. 31 period-end	MCA-Tanzania	No
Annual Reports				
Tanzania National Budget	Fiscal Agent	30 calendar days after budget enacted	MCA-Tanzania	No

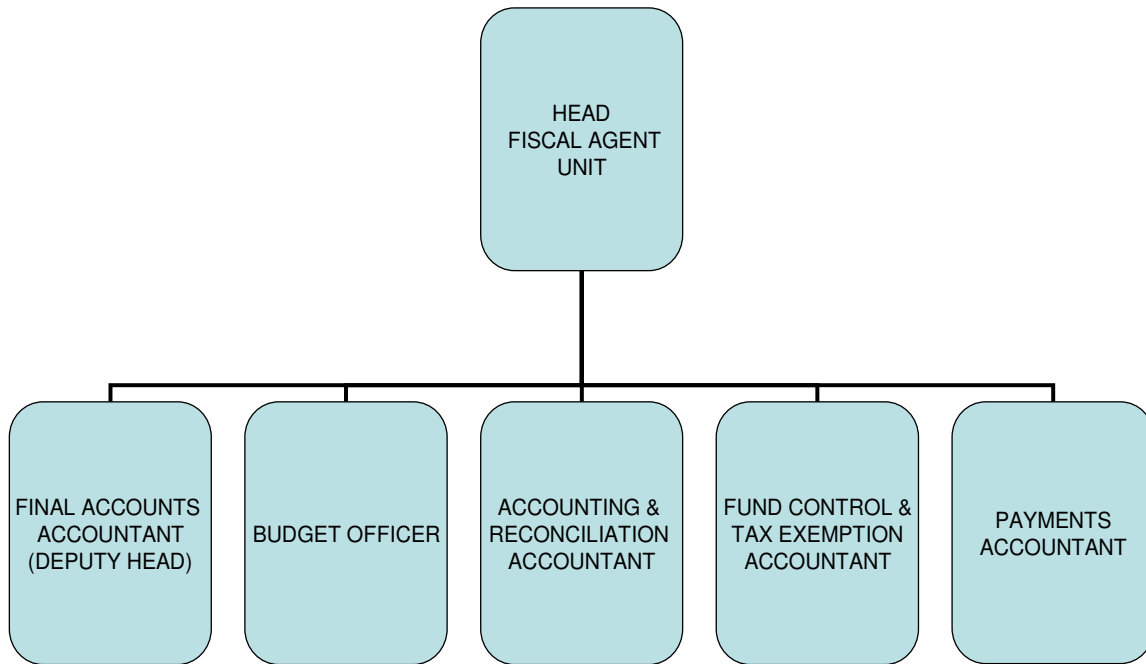
- (iv) All reports, documents, and manuals required under the terms of this Agreement and related documents or Supplemental Agreements shall be available in English.
- (v) Provide such other reports and information related to its services as Fiscal Agent as may be requested from time to time by MCA-Tanzania or MCC.

SCHEDULE B

STAFFING PLAN

A Fiscal Agent Unit shall be established in the Accountant General’s Department with the following structure:

ORGANIZATION CHART FISCAL AGENT



The Accountant General shall be responsible for staffing the Unit recognizing the following as key personnel for the purposes of Section 1.6 (a) and (c):

Key Personnel	Initial Appointee
Accountant General	Mwanaidi Mtanda
Assistant Accountant General	Eliakim L. Louilillo
Head Fiscal Agent Unit	Rose G. Waniha
Final Accounts Accountant (Deputy Head Fiscal Agent Unit)	Silvatus R. Kapandila

Duty Statements for Fiscal Agent Unit Staffing Plan

Head Fiscal Agent Unit

The Head Fiscal Agent Unit shall be responsible for overall management of the unit and communication with MCA-Tanzania including specifically:

- Coordination with the Director Finance and Administration, MCA-Tanzania
- Administering financial management to MCC Funding to implement the program efficiently and effectively.
- Ensuring that the accounting complies with and conforms to internationally accepted accounting standards.
- Ensuring that the EPICOR Integrated Financial Management System (IFMS) is configured and maintained to meet MCA-Tanzania accounting and reporting requirements.
- Taking all necessary actions to prepare or assist in the preparation of any documents, budgets, plans, reports, request, or certifications as may be required by MCA-Tanzania for any MCA-Tanzania action, or MCC approval, including any provision of any data or information required for such action or approval.
- Submitting weekly, monthly, quarterly, semi annually, yearly and ad hoc reports as prescribed on the financial activities of the program.
- Ensuring that two authorized officers of the Fiscal Agent sign all payments and that the principle of segregation of duties is maintained.
- Establishing and adhering to procedures to close all accounting records not later than five (5) calendar days after the end of the monthly accounting period.
- Providing certification to MCA-Tanzania as requested regarding the status of funds in the Permitted Accounts and the sub-accounts in the STA
- For the benefit of MCA-Tanzania, prepare an Audit Plan which shall include any required audits of Covered Providers, as required by the Audit Guidelines.

Final Accounts Accountant (Deputy Head Fiscal Agent Unit)

The Final Accounts Accountant shall be responsible for preparing the following monthly, quarterly, semi-annual and annual reports to MCA-Tanzania, and shall deputize for the Head Fiscal Agent Unit during his/her absence:

- Monthly Reports
 - Fund accountability statement (income and expense statement to include any Permitted Account interest income and any other cash contributions and year-to-date;
 - Cash flow statement;

- Bank reconciliations between the accounting records and the bank statements for the Permitted Accounts in and Payment Processing Accounts in the Bank of Tanzania (USD and Tanzanian Shillings);
- Project to date payments to a single vendor regardless of contract, program, activity or Implementing Entity.
- Tracking report on compliance with the requirement that payments to suppliers/providers be made with 30 days.
- Quarterly Reports
 - Budget execution report of the Tanzania national budget to monitor Government resource spending related to MCA-Tanzania target activities.
 - Assist MCA-Tanzania with development of the quarterly financial reports and Disbursement Request.
 - Performance Report to detail the tasks that have been performed during the quarter related to Ministry of Finance – Accountant General’s Department’s role as Fiscal Agent.
- Semi-annual Reports
 - Fund accountability statement for the six-month period ending June 30th and December 31st of each calendar year.
 - Annual Report
 - Tanzania Annual Budget and Appropriation Acts passed by Parliament

Budget Officer

The Budget Officer shall be responsible for:

- Establishing, maintaining and updating with MCA-Tanzania, as necessary a single chart of accounts for the Program, which segregates financial information by Program, sector, activity, sub-activity, task, object of expenditure, sources of funding and geographical areas.
- He/she shall assist MCA-Tanzania in developing a Detailed Financial Plan for the Program on a rolling quarterly basis.
- Developing, maintaining and updating as necessary a system of commitment control which defines the conditions and documentation to ensure that no financial commitments, obligations, or payments are made or Disbursement requests submitted for any activity or expenditure, unless the expenditure is provided for in the detailed budget, is within budgetary limits and uncommitted funds exist in the budget for the relevant period

Accounting and Reconciliation Accountant

The Accounting and Reconciliation Accountant shall be responsible for performing the following:

- recording commitments to obligate budgeted funds;

- recording income and expenses, assets and liabilities;
- generating reports as requested including current summary statement of accounts and ad hoc reports and in the formats specified by MCA-Tanzania;
- producing financial reports for MCA-Tanzania on the administration and management of the Program;
- providing on-line user-friendly access to MCA-Tanzania and MCC; and
- Establishing a system which allows for ready transfer of accounting records to another accounting system as necessary including:
 - Establishing a disaster recovery plan which is tested periodically to ensure it operates properly.
 - Establishing and adhering to procedures to close all accounting records no later than five (5) calendar days after the end of the monthly accounting period.
 - Establishing and adhering to procedures to reconcile all Permitted Accounts to the accounting records no later than fifteen (15) calendar days after the end of an accounting period and investigating any discrepancies on a timely basis.
 - Ensuring that records of all MCC Funding, regardless as to how they are administered, are incorporated into the reporting system.

Fund Control and Tax Exemption Accountant

The Funds Control and Tax Exemption Accountant shall be responsible for:

- Monitoring the amount of funding available in each Permitted Account and Payment Processing Accounts in the Bank of Tanzania and the amount of funding budgeted for Program and project activities during the current and subsequent Disbursement Periods.
- Provide certification to MCA-Tanzania as requested regarding the status of funds in the Permitted Accounts and the Payment Processing Accounts in the Bank of Tanzania
- Entering data into the system (IFMS) to record MCC Disbursement approval on a quarterly basis
- Establishing, maintaining and updating as necessary a system to track all Tax exemptions, Taxes assessed and paid, and reimbursements of VAT taxes (and any other Taxes) by the Government as required in order to monitor full compliance by the Government with the 609(g) Grant Agreement and the Compact and any relevant Supplemental Agreement, and to determine whether such Tax exemptions are being fully and fairly implemented and administered, and whether any Tax assessed and paid contrary to the Compact and any Supplemental Agreement is being promptly and fully refunded in accordance with the Compact and any Supplemental Agreement.

- Immediately notifying MCA-Tanzania, with a copy to MCC, of any failure by the Government to timely administer such Tax exemptions or promptly reimburse such Taxes. A Tax reimbursement shall not be deemed “promptly reimbursed” if such reimbursement is not paid within thirty (30) calendar days after the date of the reimbursement request by the Fiscal Agent.
- Utilizing the Tax exemption certificate delivered to MCC pursuant to the Compact and any Supplemental Agreement in his efforts to monitor exemption, payment and reimbursement of Taxes.
- Establishing and ensuring compliance by MCA-Tanzania and the Fiscal Agent with procedures whereby all documents and certifications required by the 609(g) Grant Agreement, Compact and any Supplemental Agreements are complete for all Disbursement Requests.

Payments Accountant

The Payments Accountant shall be responsible for processing Payments Requests by:

- Establishing and ensuring compliance by MCA-Tanzania and the Fiscal Agent with procedures to ensure all documents and certifications support all payment requests.
- Approving and executing payment requests which are valid, accurate and comply with the terms and conditions specified in the Compact and any Supplemental Agreement.
- Establishing and ensuring compliance by MCA-Tanzania and the Fiscal Agent with procedures that ensure authorized payments are executed no later than thirty (30) calendar days after the date of invoice or the point at which an obligation of the Program should be liquidated.
- Establishing, maintaining and updating as necessary a system which tracks the time between the receipt date of a compliant invoice and the date of payment.
- Producing monthly reports indicating whether or not the requirement to make payments within the prescribed thirty (30) calendar days’ period has been met and explain any failure to meet such deadline.
- Establishing, maintaining and updating as necessary procedures to ensure that payees are checked against the excluded parties list and do not violate any prohibitions of the 609(g) Grant Agreement, Compact and any Supplemental Agreements